

## **PURCHASE ORDERS**

# **RELEASE NOTES – MARCH 2021**

This document explains new product enhancements added to the ADMINS Unified Community (AUC) for Windows PURCHASE ORDER system.

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## **1 PURCHASE ORDER ENTRY DELIVERY NOTES**

**ADMINS** fixed an issue with delivery notes when posting a PO change order. The posting change order process was losing some of the delivery notes if there were many (over 20 lines) on the original PO. This has been fixed and was patched to sites in December 2020. It is mentioned here to document the change.

		ixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System	n Favorites Help
B 8 8 6	н + + н 🚝 🚟 🔍 🖬 🛛	a 😫 🙆	
			Open
Coto			
		/a Email PO Date 24-Feb-2021 FY Deliver To FIRE1 ADMINS II	4C NC
	USE VENDOR 475-3	Type Code Z Zero Tolerance 1 Delivery Notes	J Internal Notes
	MILWAUKEE WI 53268-9830		
		Ship Date 2021 tctc v 20	)21 tc V
			Expected Amt
2 Details (6)	3 Items 4 GL Details	5 Status History 6 Vouchers 7 Changes (1) 8 Attachmen (2)	
Chg# Change Date			elButtons intact after the change order
1 24-Feb-202	1 14:06 THERESH testing dei:		9 Report
PO# 1992       Change Orders for PO - Posted       TERESA         Gete:       TERESA       TERESA         Of 1992       TERESA       TERESA         Of 1992       TERESA       TERESA       TERESA         Of 1992       TERESA       TERESA       TERESA       TERESA         Of 1992       TERESA       TERESA       TERESA       TERESA         TERESA       TERESA       TERESA       TERESA       TERESA			
		the purchase order.	-
		Please deliver to the Mayor's Office.	
		These are also notes from the change order #1	
		For Help, press F1	Ln 1, Col 1 NUM
Ready			

[ADM-AUC-PO-550]

## 2 CHANGE ORDERS [FIX]

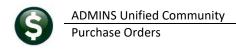
If additional GL Account lines were added to a PO via a Change order but were left blank, under some conditions those blank GL account lines were posted back to the PO which prevented creating a new voucher from this PO. **ADMINS** corrected the issue.

[ADM-AUC-PO-554]

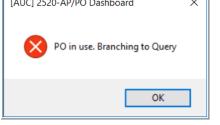
## **3** AP/PO DASHBOARD APPROVALS

		AP/PO	Dashboard		
oto	Purchase Order	5	Accounts Pay	able	
ctions	In-Progress In Entry Began 1 In Error Status Ready for Release Disapproved Ready for Posting		In-Progress In Entry Began In Error Status Ready for Release Disapproved Ready for Posting	466 View 4 View 124 View	
Awaiting	Approval	8 View	Awaiting Approval	2 View	
	Change Orders In Entry Began In Error Status	7 View	Change Orders In Entry Began In Error Status	3 View	
	Ready for Release Disapproved Ready to Post Awaiting Approval	1 View	Ready for Release Disapproved Ready to Post Awaiting Approval	1 View	

Prior to the software update, selecting an "in use" purchase orders from the Awaiting Approval screen resulted in a record lock.



	Purchase Orders Awaiting Approval			×
	PO# Dept Type	Date Vendor	Expected Amt Status	In Use? Primary Approve Tof
194774	SCHMAINT Regular	25-Sep-2020 FM GENERATOR	5	408,95 Needs Supervisor App In-Use
	194768 MLIDUE Regular 194751 ATHLETICS Regular 194738 DIPIETRO Regular 194738 DIPIETRO Regular 194734 DIPIETRO Regular 194734 DIPIETRO Regular	20-Sep-2020 PICK A TIME 22-Sep-2020 MMRK'S BULFMENT REPAIR 22-Sep-2020 MMRX'S BULFMENT REPAIR 21-Sep-2020 AMAZON CAPITAL SERVICES 21-Sep-2020 AMAZON CAPITAL SERVICES 02-Sep-2020 US GAMES	408,00 Needs Supervisor 0,01 Needs Supervisor 60,00 Needs Supervisor 263,01 Needs Supervisor 41,50 Needs Supervisor 0K Find	r App MCONNOR r App MFRIEDMAN r App MFRIEDMAN r App MFRIEDMAN
	520-AP/PO Dashboard	×		



**ADMINS** added checking to prevent record locking. Now, if the record is in use, the system will present a message indicating that the record is in use and will bring the user to a query screen.

[ADM-AUC-PO-555]

## 4 ENTER/VIEW VENDORS [Fix]

	Ent	er Vendors	Certified Vendor? Yes No	
Vendor 031112			Date Certified	
1 Name/Address	Addresses 3 Classification	4 Attachments 8 tems	9 User Defined	
Remittance 00	00 Address Type			
1 Name		Note	s 1	
2 Name			2	
Sort Name			3	
Address 1	<u> </u>		4	
Address 1	<u> </u>			
Address 3				
City				
State	Zip Code 00000-0000	[AUC] 2000-Enter Vendor	s X	
Country		3		
Contact		N.		
Title		× -		
	0) 000-0000 Ext 0000 Type	Vendor# 03111	5 does not exist	
	0) 000-0000 Ext 0000 Type			
and the second second				
				-
Web Site			1.0	
Seneral Delivery E-mail		-	OK	
PO E-mail Address		-		
	Send POs to Vendor via E-mail	Line tres		
ACH E-mail Address				
BID E-mail Address				

#### Accounts Payable Vendors Enter Vendors or View Vendors

ADMINS corrected an issue that occurred when a non-existent vendor number was entered in the Enter or View Vendors screen. Prior to this the display would remain on the current record with no message.

Now, a message is displayed stating that the requested **"Vendor #***xxxxx* **does not exist"**.

This will help to avoid confusion when entering and viewing vendors.

[ADM-AUC-AP-934]

## 5 COMMODITY ITEMS [ENHANCEMENT]

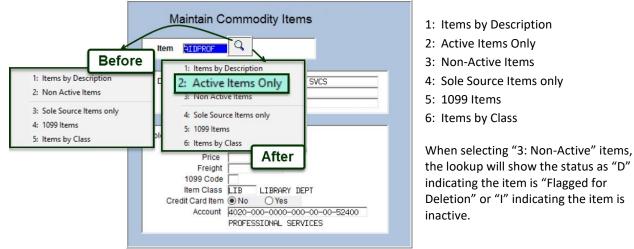
Commodity Items may be used during **Accounts Payable Voucher** and **Purchase Order** data entry to improve speed and accuracy. **ADMINS** improved using, listing, maintaining, and searching for commodity items.

See the **PO-610 Adding Commodity Items** document in the Help Reference Libraries for basic information on setting up and using commodity items.

Purchase Orders ▶ Commodity Items ▶ Item Setup

## 5.1 Lookup on Commodity Item [Enhancement]

**ADMINS** added an **"Active Items Only"** option to the lookup menu. Restricting the search to **"Active Items Only"** helps the user to select the correct item. The options are now:

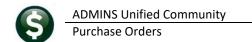


Non Active	Items							×
Item#	ItemDesc	Class	Unit	Price	Freight	1099? Vend	or# Status	s Tof
phone BOARD AIDTECH beepers T5_121CENTER	Land Line Service LIBRARY: APPOINTED BOARD SALARIES LIBRARY: TECHNOLOGY EQUIPMENT pagers and beepers T5: SHAH/121 CENTER ST	phone LIB LIB phone	Ite	ms show a of "D" or		00000 00000 00000 00000 00000 00000 0000	00 D 00 I 00 I 00 I	~
				OK Fi	nd Sea	rch Cance	Help	Eof

## 5.2 Item Table Listing [Enhancement]

Task 2550: Item Table Listing	×
Item Table Listing	
Optional: Enter up to 9 Item Codes Edit	0 values:
Optional: Enter up to 9 Item Classes Edit	0 values:
Run as ⊛ Preview ○ Print ○ PDF ○ CSV If Printing use Duplex ⊛ Yes ○ No	⊖ Excel
	Lookup OK Cancel Clear All

Figure 1 Before – the only selections were on Item Code and Item Class



**ADMINS** enhanced the **Item Table Listing** produced by clicking on the **[2\_Edit List]** button. A **Select Status option**, highlighted below, is now available, to filter the report.

AUC] 2511-Maintain Commo	ity Items [theresa] – 🗖 🗙	
File Edit Ledgers Purchase	rders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites Help	
🖻 🛍 🗁 🧉 K4 + 🔸	м 🎏 🐃 🔍 🖬 🚮 👶	
	Maintain Commodity Items	
Goto		
	Item Ellesse	
Actions		
1-Add Item	Description Line 1 LIBRARY: ALD PROF SVCS	
	Line 2	
2-Edit List		
3-View Item by	📧 Task 2550: Item Table Listing 🛛 🕹	
	Item Table Listing	
	Optional: Enter up to 9 Item Codes Edit 0 values:	
N 1	Optional: Enter up to 9 Item Classes Edit 0 values:	
Select	Status: <ul> <li>Only Active O Only Inactive O Only Flagged Detection</li> </ul>	elete 🔿 Not Active 🔿 All
	Run as  Preview  Print  PDF  CSV  Excel	
	If Printing use Duplex  yes O No	
Added 09-Jul-2007 By MUPDE\	Lookup OK Cancel Clear All	

Figure 2 After – the Select Status filter option was added – the default is O Ony Active

Prompt (Required are Bold)	Description
Enter up to 9 Item Codes	Click on the [Edit] button to select the codes to be reported
Enter up to 9 Item Classes	Click on the [Edit] button to select the classes to be reported
Select Status	<ul> <li>Only Active (default)</li> <li>Only Inactive</li> <li>Only Flagged Delete</li> <li>Not Active (includes both inactive and flagged for deletion-see example in Figure 3)</li> <li>All</li> </ul>
Run as	<ul> <li>O Preview ○ Print ○ PDF<sup>®</sup> ○ CSV ○ Excel<sup>®</sup></li> <li>(either Preview or PDF<sup>®</sup> will be the default, depending on the site)</li> </ul>
If Printing use Duplex	<ul> <li>O Yes O No</li> <li>(the default depends on the site)</li> </ul>

- TedRE - AP_PO_Ite	ems_Table_TH	IERESA[3].lis								- 0
File Edit Format	Options									
Courier New	• 9	▼ B / U ■ ▼ 🗄 運 🕯								
2550-APPORITM.F	EP	Printed 19-Jan-2021 a	t 17:23:25 by THERESA							Page 1
1					City of A	DMINS				
1					Item Table 1	Listing				
1										
Item#	Descript	tion	Vendor	UOM	Unit Price	Freight	1099	Class	Account	Status
AIDTECH	LIBRARY:	TECHNOLOGY EQUIPMENT						LIB	4020-000-0000-000-00-00-54085 TECHNOLOGY EQUIPMENT	Inactive
beepers	pagers an	nd beepers		EA				phone	1000-292-0000-002-00-00-52030 TELEPHONE (BEEPERS)	Inactive
BOARD	LIBRARY:	APPOINTED BOARD SALARIES						LIB	1000-610-0000-006-00-00-51180 APPOINTED BOARD SALARIES	Inactive
CWT1702 01	DO NOT US	5E - INCORRECT LOAN#							****_***_****_***_***_*** No access to Account	Marked D
T5 121CENTER	T5: SHAH,	121 CENTER ST							****_***_****_***_***_*** No access to Account	Marked D
-										
	5	#Items								
1										

Figure 3 Sample Item Table Listing using the *O Not Active* selection status, Run as: *O Preview* 

## 5.3 Inactivate an Item

The inactivate option under the **[Actions]** button will set the status to inactive. When setting an item to **"Inactive"** status, if the item currently has posted history on a purchase order or voucher, a message will be displayed. Click **[Yes]** to continue and inactivate the item; click **[No]** to leave the item as is.

### 5.3.1 Inactivate an Item with Posted History

Add Item Edit List View Item By Inactivate Item Sole Provider of Item Hag Item for Deletion UOM		-	٥	×
Goto		Maintain Commodity Items		
Actions	Item <mark>GAS</mark>			
Edit List	Line 2	IBRARY: GAS AND HEATING		
View Item By Inactivate Item	Sole Provider of item	(AUC) 2511-Maintain Commodity Items ×  P3192-Item has posted History for AP/PO. Continue to Inactivate Item?		
	Item Class Credit Card Item Account	Yes No		
Added 09-Jul-2007 By MUPDEV3 Cha	nged 15-Jan-2021 by ANTH	EA Status: Item Active Lkup		UP

Figure 4 Inactivating a Commodity item with Activity

### 5.3.2 Inactivate an Item with an In-Progress Purchase Order

Click [Yes] to continue and inactivate the item; click [No] to leave the item as is.

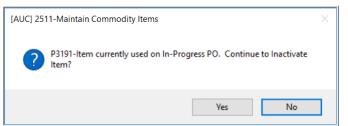


Figure 5 Inactivating a Commodity item with an in-progress Purchase Order

#### 5.3.3 Inactivate an Item with an In-Progress Voucher

Click [Yes] to continue and inactivate the item; click [No] to leave the item as is.

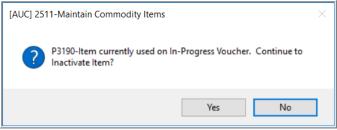
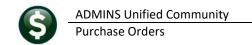


Figure 6 Inactivating a Commodity item with an in-progress Voucher



## 5.4 Flag Item for Deletion

To flag an item for deletion, select Actions > Flag Item for Deletion. If the item has no In Progress activity, the item will be flagged and deleted when the Remove Items Flagged for Deletion process is run (see step 5.5 below).

Goto			Main	tain Commodity Items		
Actions		Item CELL				
1-Add Item		Description Line 1	Cell Phone Char			
2-Edit List		Line 2 Line 3		Items flagged for		
3-View I	em by	Solo Provider of Itom UOM Price Freight 1099 Code	000000 HR HOUR 50,0000	the [3 View Item I will be unavailat message will be the bottom of th	ole, and a shown at	
		Item Class Credit Card Item Account		Mobile Phone Charges 01-00-00-52030		
Added 19-Jan	-2021 By THERESA Cha	nged 20-Jan-2021 by THE	RESA	atus: Item Flagged for D	eletion Lkup	UP

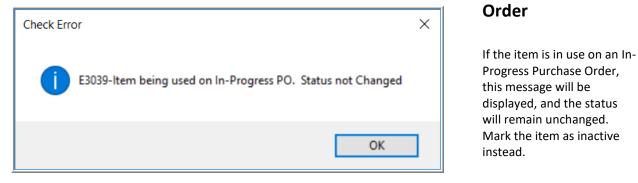
Figure 7 Item flagged for Deletion

### 5.4.1 Flag an Item for Deletion that is in use on an In-Progress Voucher



If the item is in use on an In-Progress voucher, this message will be displayed, and the status will remain unchanged. Mark the item as inactive instead.

5.4.2 Flag an Item for Deletion that is in use on an In-Progress Purchase



### 5.4.3 Flag an Item for Deletion that Has Posted History



Items with posted history cannot be flagged for deletion. If an item with posted history is flagged, this error message will be displayed and the status will remain unchanged.

## 5.5 Remove Items Flagged for Deletion

To access the **Remove Items Flagged for Deletion** step menu, select:

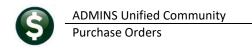
Accounts Payable Module Maintenance Remove Items Flagged for Deletion

R	emove Items Flagged for Deletic
	Description
	Select Items Flagged for Deletion
	Maintain Items Flagged for Deletion
	Submit Items Flagged for Deletion Process
	Unsubmit Items Flagged for Deletion Process

Figure 8 Select Items Flagged for Deletion step identifies items flagged for deletion and produces two reports:

STedRE - ItmFlgDel_2546_THERESA[2].lis		-		×
File Edit Format Options				
Courier New ▼ 9 ▼ B / U ■ ▼ Ξ ፰ ፰ ≣				
<pre>\$11S 2546-APFORREMITM.REP Printed 20-Jan-2021 at 10:15:50 by THERESA City of ADMINS Items Flagged for Deletion</pre>		Page :	1	*
Item # Description	Entered By	Entere	 d On	
beepers pagers and beepers phone Land Line Service	THERESA THERESA	19-Jan 19-Jan		
T5_121CENTER T5: SHAH/121 CENTER ST	MMACKINNON	11-Aug	-2020	
*** Grand Total *** #Items: 3				
				~

Figure 9 Report of Items Flagged for Deletion



File Edit F	mFlgNoDel_2547_ANTHEA[1] ormat Options	
Courier New	▼ 9 ▼ E	8/型 💵 🗉 🚎 🗊 🗐 🗃
©11S NOTE:The H	Collowing Items will no	Printed 15-Jan-2021 at 11:52:45 by ANTHEA Page 1 of be deleted as activity exists
Item	Description	Activity

Figure 10 Report of Items flagged that will not be deleted due to activity using the code

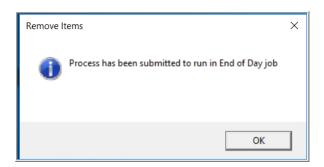
Maintain Items Flagged for Deletion will become available. Select and deselect The next step items as desired using the "Sel" checkboxes on this screen; when finished, click on [4 Exit] to return to the step menu.

<b>are</b> u [/	UC] 22	267-Maint	ain Items Flagged	for Deletion [the	resa]								_	٥	$\times$
File	Edit	Ledgers	Purchase Orders	Accounts Paya	ble Fixed Assets	Human Resources	Budget	Collections	Tax	Motor Excise	Misc Billing	System	Favorites	Help	
	<b>B</b> (	# <b>5</b>	н + + м	🥰 👾 🔍	📼 📽 🛃 🔐										
	Goto					intain Items F			etior						
	Actions				1 Select All	2 Deselect All		3 Edit List		4 Exit					
			Sel	tem	Description		1	Class	De	escription			^	]	
		Sel	ltem	D	escription				+				_		
		2	beepers	р	agers and	beepers									
		2	phone	L	and Line (	Service									
		2	T5_121CE	ITER T	5: SHAH/12	21 CENTER S	т		_				~	J	
		-					_								

Next, click on the

Submit Items Flagged for Deletion Process

step. The first three steps on the menu will be grayed out and unavailable; a message will popup with a notification that the Process has been submitted to run in the End of Day job:



to restart the process.

The overnight process will remove the items.

The Unsubmit Items Flagged for Deletion Process (the last step) will be the only available step. If any items should

Unsubmit Items Flagged for Deletion Process not be deleted, click on the

#### 5.5.1 **Confirm Results**

Check the following workday to confirm the items were removed.

[ADM-AUC-AP-1062]

## 6 BIDS [ENHANCEMENT]

**ADMINS** added a retainage field in the **AUC BID** module during Bid entry. When entering the vendor responses, the retainage % field can be entered at that time as well. When a new purchase order (PO) is created from a Bid or a line is added to a PO from a Bid, if that Bid line has retainage set – the retainage % will be brought into the PO. Set up is required in the Bid Type table and the Bid Entry screen as shown in sections 6.1 and 6.2.

This will minimize the opportunity for errors during purchase order entry.

## 6.1 Bid Type Table

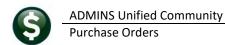
Added an option on the screen **"Enter Retainage on Bid OYes O No"**. Set to **O Yes** to enter retainage on that Bid Type.

		Bid T	ypes		EAUC] 15300-Bid Types				-
							Bid T	ypes	
	Type [FB	Description [IFB		-		Type IFB	Description IFB		
Allow Partial Bids Allow Alternate Item Bids May exceed each Item price May exceed each Item Qty Bring Bid Qty to PO	⊘Yes OYes OYes	No     No     No     No     No	Vendor Requirements Bid Bond [ Insurance [ Prevailing Wage [ Tax Bond [ ]		Allow Partial Bids Allow Alternate Item Bids May exceed each Item price May exceed each Item Qty Bring Bid Qty to PO	✓ ○ Yes ○ Yes ○ Yes	No     No     No     No     No	Vendor Requirements Bid Bond Insurance Prevailing Wage Tax Bond	
anny and ay to ro	0.00	0.00	Workers Comp		Enter Retainage on Bi	d	Ye	s ONo	

Figure 11 Before and After- the Bid Type Table with new Radio Button set to allow entering retainage on a bid

## 6.2 Bid Entry

A value may be entered in the Retainage field only if **"Enter Retainage on Bid"** is set to **O Yes** on the **Bid Type** table. Otherwise, during data entry, the field will be skipped and will not be editable.



## 6.2.1 Detail Tab

			Bid Entry	Entry Began
Goto		Bid # 2017-001	Description RECONSTRUC	TION OF RIDGE, EAST RIDGE, AND RYAN STREET
Action	5	Bid Type IFBC CONSTRUCTION/CONTRACTS	Last Bid#	2015-001
X Last Use	ed Bid	Bid Opening         Bid Effective Dates           Date         Start           Time         11:00:00.00	Requested I Individual Minority Non-Profit	
1	Class	2 Vendor (118) 3 Vendor Email 4 Category	5 Detail (77)	6 Responses 7 Award Bid 8 Attachments
	Descripti			QTY CAT Awarded Vendor
		CAVATION, DISPOSAL & SCREENED GRAVEL BACKFILL ALL	DEPTH ≉1.00 PER C.Y. QT	000000
	Y 75			
2	SCREENEI	D GRAVEL ≉60 PER C.Y QTY DF 400		000000
And the second s		and the second s	Provide and the second se	and the second

Figure 12 Before – no retainage % field on Bid Entry Detail tab

					Bid Entry	/				Closed
Goto		Bid # 2017-00	)1		Description	RECONSTRUCT	ION OF RIDGE,	EAST RIDGE,	AND RYAN STREET	
Action	ns	Bid Type	FBC			Last Bid#	2015-001			
X Last Us	ed Bid	Bid Opening Date 03-Aug Time 11:00:0	-2017 Start			Requested by Individual Minority Non-Profit		RKS		
	1 Class	2 Vendor (91)	3 Vendor Email	4 Category	5 De	tail (54)	6 Responses	7 Award Bi	id 8 Attachme	ints
Line	Descrip					Re	tainage %	Awarueu		
16		6 0 800.00 EACH						004240	FMC ICE SPORTS	
17		C CATCH BASIN 13 @ 3,500.00 EACH						004240	FMC ICE SPORTS	
		13 e 3,500.00 EHC				Re	tainage %			
and the second		CTN -	and the second se	and the second second second	and the second	and a subscription of the		to a second	A second s	

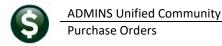
Figure 13 After-Bid Entry Detail Tab has an editable Retainage % field

### 6.2.2 Award Bid Tab

If a Bid was set up with retainage amounts, the amounts will be shown on a column in the Awarded Bid tab of the Enter Award Vendors screen.

	Er	nter Award Vendors		Awarded Bio
Goto	Bid # 2017-006	Description TRANSPORTATION	SERVICES FOR PROGRAMS	
Actions	Bid Type IFBT Invitation for Bid Term Bids	Last Bid# Requested by	2015-000 VARIOUS	
	Bid Opening Bid Effective Dates	Individual		
(Last Used Bid	Date 22-Mar-2017 Start 01-Apr-2017	Minority		
	Time 11:00:00.00 End 30-Nov-2018	Non-Profit		
1 Class			sponses 7 Award Bid	8 Attachments
Line Descrip	ition Vendor	Vendor Name	Price Quantity	Ext Amount E
Line Descrip 1 MORNI	ntion Vendor NG & AFTERNOON PICK-UP SUMMER PROGRAMS- PRIC 000802	Vendor Name DATTCO, INC	Price Quantity 186,0000 616,0000	Ext Amount E 114,576.00
Line Descrip 1 MORNI 2 SWIMM	ntion Vendor NG & AFTERNOON PICK-UP SUMMER PROGRAMS- PRIC 000802	Vendor Name DATTCO, INC DATTCO, INC	Price Quantity	Ext Amount E

Figure 14 Before-no retainage % column on the [7 Awarded Bid] tab



If the retainage % changes after the bid has been awarded, enter the new Retain% on this screen and click the **[Y Update Award Bid]** button to update the bid and allow the new retain% to be used on a PO.

NOTE: if PO using this Bid has already been created and the retainage changes, do a change order to the PO to update the retainage on the PO. Updating the awarded bid will not automatically update existing Purchase Orders. Use the **[7 Award Bid]** tab of the Bid Entry screen to add retainage to lines once the bid has been awarded.

	Enter Award	/endors			Awarded Bid
Goto	Bid # 2020-012 Description	PRINTING OF CITY L	ETTERHEAD, BUSI	NESS CARDS &	ENVELOPES
Actions ast Used Bio	Bid Type     IFBT       Bid Opening     Bid Effective Dates       Date     27-Jul-2020       Time     11:00:00.00       End     31-Jul-2022	=-	18-006 RIOUS DEPARTMEN	rs	
1 Clas	2 Vendor (25) 3 Vendor Email 4 Category 5 Det	il (22) 6 Respor	ses 7Awa	ard Bid 8.	Attachment (1)
ine Descr		Retain <sup>9</sup>	6 Price	Quantity	Ext Amount E
	RHEAD: BLACK INK, 8.5×11 STRATH. WRITING 000287 SAX ARTS & CRAFT	E 00	46,0000	65,0000	2,990.00
	STATIONARY FOR MAYOR'S OFFICE, 8.5x11, S 000287 SAX ARTS & CRAFT		38,5000	5,0000	192,50
	RHEAD: COLOR INK, 8.5×11 STRATH.WRITING W 000287 SAX ARTS & CRAFT	5.00	46,0000	30,0000	1,380,00
	RHEAD: MAYOR'S OFFICE 8.5×11, ASTROPARCHE 000287 SAX ARTS & CRAFT	E 00	52,2500	10,0000	522,50
	HESS CARDS: BLACK INK 80# WHITE COVER STOC 000287 SAX ARTS & CRAFT HESS CARDS: COLOR INK 80# WHITE COVER STOC 000287 SAX ARTS & CRAFT	-	22,0000	40,0000	880.00 110.00
	LESS CHRUS: CULUR INK 80# WHITE CUVER STUC 000287 SHX HRTS & CRHFT LE SIDED BUSINESS CARDS WITH BLACK INK, 80 000287 SAX ARTS & CRAFT	5.00	22,0000	5.0000	140.00
	E SIDED BUSINESS CARDS WITH BLACK INK, 80 000287 SAX ARTS & CRAFT	E 00	28,0000	5,0000	140.00
	BUSINESS CARDS: BLACK INK 80# RECYCLED CD 000287 SAX ARTS & CRAFT		28,0000	10,0000	225.00
1100	BUSINESS CARDS: BLACK INK 80# RECYCLED CO 000287 SAX ARTS & CRAFT BUSINESS CARDS: COLOR INK 80# RECYCLED CO 000287 SAX ARTS & CRAFT	9,00	22,5000	5,0000	112.50
	DBSTNESS CARDS: COLOR THR DOW RECTCLED CO DOC207 SAX ARTS & CRAFT DBL SIDED BUSINESS CARDS WITH BLACK INK, 000287 SAX ARTS & CRAFT	E 00	28,0000	5,0000	140.00
	DBL SIDED BUSINESS CARDS WITH DENOR INK, 000287 SAX ARTS & CRAFT		28,0000	5,0000	140.00
	/.: #9 CUSTOM RETURN BUS. ENVLPE W/ BLACK	9.00		00000	197.50
	TOLLECTOR+ #9 CLISTOM RTPN BUS ENVIPE W/ B 0			0000	900.00
3 R.O.		nade and then	CIICK ON	0000	395.00
3 R.O. 4 TAX	TH DEPT: #10 REG ENVELOPE W/ BLACK INK, ST Add retail	lage and then			
R.O. TAX	TH DEPT: #10 REG ENVELOPE W/ BLACK INK, ST A Add retail	ard Bid] - futu	re purchase	0000	3,555,00
3 R.O. 4 TAX 5 HEAL 6 #10	H DEPT: #10 REG ENVELOPE W/ BLACK INK, ST Add retail REG. ENVELOPE: BLACK INK 24# WHITE WOVE, ST [Y Update Aw	ard Bid] - futu	•	0000	3,555,00
3 R.O. 4 TAX 5 HEAL 6 #10 7 #10	H DEPT: #10 REG ENVELOPE W/ BLACK INK, ST Add retail REG. ENVELOPE: BLACK INK 24# WHITE WOVE, ST [Y Update Aw	•	•		

Figure 15 After-retainage % column on the [7 Awarded Bid] tab

## 6.3 Open and Award Bids (Query Screen)

If a Bid was set up with retainage amounts, the amounts will be shown in a column in the **Open and Awarded Bids** [1 Summary] tab.



### 6.3.1 Summary Tab

				Open a	and Aw	arded	Bids			Up	en
Go	to	Bid # 2017-001		De	scription	RECONS	TRUCTION	OF REIDGE, EAST	RIDGE, AND RYP	AN STREET	
Act	ions	Bid Type IFBC COM	STRUCTION/CONTRACTS			Last Bio Reques		2015-001 PUBLIC WORKS			
	xcel /endor	Bid Opening Date Time 11:00:00.	Bid Effective Dates Start ,00 End			Individu Minority Non-Pre					
Line	Description	1 Summary	2 Detail (77)	8 Atta	chments	Qty	4 Purch O		5 Vouchers	Purchase Amt	~
Line 1		$\smile$	2 Detail (77)		ichments	Qty				Purchase Amt	^
Line 1		n CAVATION, DISPOSAL &	2 Detail (77)		ichments	Qty				Purchase Amt	^
Line 1 2 3	ROCK EXC	n CAVATION, DISPOSAL & O GRAVEL	2 Detail (77)		ichments	Qty				Purchase Amt	^
1 2	ROCK EXC SCREENED TEST PIT	n CAVATION, DISPOSAL & O GRAVEL S			ichments	Qty				Purchase Amt	^
1 2	ROCK EXC SCREENED TEST PIT EXCAVATI	n CAVATION, DISPOSAL & O GRAVEL S CON/SURFACE IMPROVEME			ichments	Qty				Purchase Amt	^
Line 1 2 3 4 5 6	ROCK EXC SCREENED TEST PIT EXCAVATI TEMPORAR	n CAVATION, DISPOSAL & O GRAVEL S	ENT		ichments	Qty				Purchase Amt	^

Figure 16 Before – Open and Awarded Bids [1 Summary] tab has no Retainage % column

				Open	and Av	warded E	Bids			Closed
Go	to	Bid # 2017-001			Description	RECONST	RUCTION OF RID	GE, EAST RIDGE	, AND RYAN ST	REET
Act	tions	Bid Type IFBC IFBC				Last Bid# Request		001 C WORKS		
	xcel Vendor	Bid Opening Date 03-Aug-201 Time 11:00:00.0		ve Dates 01-Oct-2017 30-Sep-2018		Individual Minority Non-Prof				
			•							
Line	Descriptio	1 Summary	2 Detail (77	· · · · · · · · · · · · · · · · · · ·	Attachments Retain%	Qty	4 Purch Orders Price		Purchase Qty	Purchase Amt
Line 1		1 Summary	-	7) 84		Qty				Purchase Amt 30,000.00
1	CLEARIN	1 Summary	-	7) 8A Vendor		Qty	Price	Ext Amt		
1	CLEARIN EARTH E	1 Summary	2 Detail (77	7) 8A Vendor 004240-01		Qty	Price 30,000,0000	Ext Amt 30,000,00		30,000,00
1	CLEARIN EARTH E CUT BIT	I Summary	2 Detail (77	7) 8A Vendor 004240-01 004240-01		Qty	Price 30,000,0000 151,200,0000	Ext Amt 30,000.00 151,200,00		30,000.00 151,200.00
1	CLEARIN EARTH E CUT BIT TRENCH	1 Summary on IG AND GRUBBING XCRWATION UMINOUS CONCRETE PAVEM	2 Detail (77 ENT P)	7) 8A Vendor 004240-01 004240-01 004240-01		Qty	Price 30,000,0000 151,200,0000 2,145,0000	Ext Amt 30,000,00 151,200,00 2,145,00		30,000.00 151,200.00 2,145.00
Line 1 2 3 4 5 6	CLEARIN EARTH E CUT BIT TRENCH ROCK IN	I Summary IG AND GRUBBING XCAVATION UNINOUS CONCRETE PAVEM EXCAVATION (0'- 4' DEE	2 Detail (77	7) 8A Vendor 004240-01 004240-01 004240-01 004240-01		Qty	Price 30,000,0000 151,200,0000 2,145,0000 400,0000	Ext Amt 30,000,00 151,200,00 2,145,00 400,00		30,000,00 151,200,00 2,145,00 400,00

Figure 17 After–Open and Awarded Bids [1 Summary] tab has Retainage % column

### 6.3.2 Detail Tab

If a Bid was set up with retainage amounts, the amounts will be shown in a field in the **Open and Awarded Bids [2 Detail]** tab.



0 6 4 4	() 🛃 🖬 🖉 ₩ ¥ או איי + אי	Open and Aw	arded Bids				Open
Goto	Bid # 2017-001	Description	RECONSTRUCTION	N OF REIDGE, EAST	RIDGE,	AND RYAN STREET	
Actions X Excel V by Vendor	Bid Type IFBC CONSTRUCTION/CONTRACTS Bid Opening Bid Effective Dates Date Start Time 11:00:00.00 End		Last Bid# Requested by Individual Minority Non-Profit	2015-001 PUBLIC WORKS			
		i	4 Purch	Orders	5 Vouche	ers	
	1 Summary 2 Detail (77)	8 Attachments					
	ption	8 Attachments		QTY		Awarded Vendor	
1 ROCK E		8 Attachments		QTY		Awarded Vendor 000000	

Figure 18 Before – Open and Awarded Bids [2 Detail] tab has no Retainage % field

	n and Awarded Bids Purchase Orders Accounts Payable Fixed Assets Human Resources Budge K  ←  ↔  →  ₩  ₩  ♀  ♀      3	et Collections Tax MotorExcise MiscBilling System Favorites Help				
Open and Awarded Bids Awarded Bid						
Goto	Bid # 2020-010 Description	TREE TRIMMING AND STUMP REMOVAL				
Actions X Excel V by Vendor	Bid Opening Bid Effective Dates Date 24-Jun-2020 Start 01-Jul-2020	Last Bid# 2019-013 Requested by PUBLIC WORKS Individual Minority Non-Profit				
	1 Summary 2 Detail (55) 8 Attachment (1)	4 Purch Orders 5 Vouchers				
Line Description	DN NEFIELD STREET	QTY Price Awarded Vendor 1.0000 547.2700 006599 SUCCESFUL IMAGES II				
Model	: OF 540 MIDDLEFIELD STREET	Retainage % successful images in				
20 OPPOSITE	OF 1 BRETTON PLACE	1,0000 985,0800 006599 SUCCESFUL IMAGES I				

Figure 19 After – Open and Awarded Bids [2 Detail] tab has Retainage % field

## 6.4 Entering a PO from a Bid with Retainage

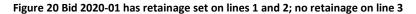
The retainage amounts are not retroactive to existing purchase orders – if purchase orders exist that are missing a required retainage amount, do a change order to the purchase orders.

This illustrates creating a new purchase order from a bid that has lines with retainage. This simple example uses five lines from the bid. Lines 1 and 2 are set to retain 5%; line 3 has no retainage set.

\$	ADMINS Purchase	Unified Co e Orders	ommun	ity					ļ	Release N	lotes -		on 21.1 h 2021
	lgers Purchase				Human Resources	Budget	Collections	Tax	Motor Excise	Misc Billing	System	Favorites	Help
Open and Awarded Bids         Awarded Bid           Goto         Bid # 2020-001         Description         PURCHASE OF TRAFFIC SIGN MATERIALS						d Bid							
Actions	Bid Type	IFBT IFBT					ast Bid# equested by	_	017-022 UBLIC WORKS				

V by V	/endor	Date 29-Jan-20 Time 11:00:00.		01-Feb-2020 31-Jan-2022		Minority Non-Pro	fit			
	1 Summary 2 Detail (77) 8 Attachment (2) 4 Purch Orders (1) 5 Vouchers									
Line	Description			Vendor	Retain%	Qty	Price	Ext Amt	Purchase Qty	Purchase Amt
1	9" X 12"	ALUMINUM SIGN BLANK	S MINIMUM .080 GA	UGE 007683-0	1 5.00	50,0000	2,5200	126,00		
2	12" X 6"	ALUMINUM SIGN BLANK	S MINIMUM .080 GA	UGE 007683-0	1 5.00	50,0000	1,8000	90.00		
3	12" X 12'	" ALUMINUM SIGN BLAN	KS MINIMUM .080 GA	AUGE 007683-0	)1	50,0000	3.4000	170.00		
4	12" X 18'	" ALUMINUM SIGN BLAN	KS MINIMUM .080 GA	AUGE 007683-0	)1	200,0000	5,0400	1,008.00		
5	12" X 36'	" ALUMINUM SIGN BLAN	KS MINIMUM .080 GA	AUGE 007683-0	)1	20,0000	10,0800	201,60		
6	18" X 18'	" ALUMINUM SIGN BLAN	KS MINIMUM .080 GA	AUGE 007683-0	1	50,0000	7,5600	378,00		A
	Ja	UNIN STORES	KS MINING ROLE	AUG DOZGOZ-			10-08°			

Individual



Bid Effective Dates

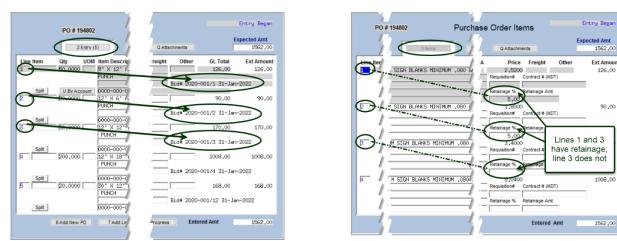


Figure 21 PO created using bid lines 1, 2, and 3 - lines 1 and 2 have retainage, line 3 does not

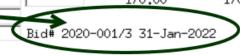
In Figure 21, the [2 Entry] tab of the purchase order shows the bid lines used to create the purchase order. The [3 **Items]** tab on the right side of the screen shows the retainage percentages.



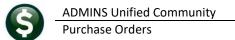
X Excel

**Bid Opening** 

Note: PO line numbers can but do not necessarily correspond to bid line numbers. The Bid Number and Line numbers are shown on the [2 Entry] tab of the Purchase Order Entry screen. 170.00 170.(



[ADM-AUC-BID-9]



## 7 CONTRACTS [ENHANCEMENT]

Contracts can require an insurance certificate, and certificates have expiration dates. The Insurance Cert checkbox is set, and the expiration date is supplied during Contract Entry.

Contra	act E	intry	
Dept Code Award Date Effective Ending Date Overspend% Insurance Cert	, V	Expires	28-Feb-2021

## 7.1 Report of Expiring Insurance Certificates

	racts Query - Posted Purchase Orders k: 수 수 하 같은			Human Resou	rces Budget	Collections T	fax Motor	Excise Misc Bil	ling System	Favorites Help
	Contract# 10		-	Contracts	s Query - F	osted				Open
Goto Actions	Vendor Code O ADMINS INC 219 LEWIS WHARF BOSTON MA 02110-3927			Dept Code Award Date Effective Ending Date Overegend %	FIRE 01-Jul-202 02-Jul-202 01-Jul-202 t	5		Advertised From To Media 1 Media 2 Media 3 Media 4		
	2021 Value Encumbered Paid	CFY		tained tain Paid	CFY	LTD	No text	0 Over available	all Contract Notes	
1 Lines (1)	2 Details	3 Addi I	nfo 4 S	tatus History	5 POs	6\	Vouchers	7 Chang	es QA	Attachments
Line Item Descriptio 1 this is the		Qty		xt Amount I	Encumbered Ur	50000,00	Retaine	d Retain to Pay	Paid	Balance
	FIISC ICM					30000.00				30000.00
	·		Unencumt	pered	50000.00	Retain To Pay			Balance	50000,00

ADMINS created a new report of "expired or due to expire soon" insurance certificates that may be run on demand. The report is also included in the weekly job that runs on a Sunday or Monday night.

The report will be sent to members of the **CONRPT** email distribution list.

### 7.1.1 Module Control 14002

Use module control 14002 to set the number of days before the expiration date to use when selecting insurance certificates to list on the report.

Purchase Orders Module Maintenance #1
---------------------------------------

-	ers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Co H+ 🗲 🔶 H+ 🅰 🎬 🔍 🧰 😭 🛃 🔒	illections Tax Motor Excise Misc Billing System F	Favorites Help			
Goto	Purchase Order Modu	e Control				
Actions		Answer	Buttons 🔨			
Actions		2021				
		City of ADMINS				
		JUN30				
	8 Used to Validate How Many Years from current FY a user can ad					
		d:\auc_development\admhome\transfer				
	91 Screen Timeout for Posting/Approvals screens	1200				
eee	2000 Mendor Requires Address [Y/N]	lettettett	et et et			
	3600 LDaily] # Days prior to TODAY to report on New PO Attachments 14000 Generate Contract# via [C]omputer or [M]anual 14001 Default Contract Quantity to [1]	5 — — — — — — — — — — — — — — — — — — —				
	14002 [Contracts] Report ## Days before Insur	ance Expiration 14	1 Edit			
			Status: Active			

**ADMINS Unified Community** Release Notes – Version 21.1 **Purchase Orders** [AUC] 3900-Purchase Order Module Control [theresa]  $\times$ [Contracts] Report ## Days before Insurance Expiration Optional: Enter Value (Range: From 0 To 365 ) 1 Lookup 0K Cancel Clear All

#### 7.1.2 **CONRPT Email Distribution List**

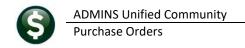
Add users to the CONRPT email distribution list to receive this report each week. The report will only be produced if there are insurance certificates that are expired or due to expire. This report has been added to the WEEKLY process in addition to the report library:

#### 7.1.3 Run Report #14810 from the Purchase Order [7 By Contracts] Library

Goto	AP/PO Report Library	/ for Contra	acts	
	Report Name	View	Report	Last Run Date
Actions	Contract's In Progress	Sample		
	14610-In Progress Contracts - Summary	Sample	Run	17-Jun-2020
	14612-In Progress Contracts - Line Detail	Sample	Run	17-Jun-2020
	Open Contracts	Sample		
Report Categories	14622-Open Contracts - Summary	Sample	Run	17-Jun-2020
1 By Vendor	14620-Open Contracts - Line Detail	Sample	Run	17-Jun-2020
2 By Commodity Item	14851-Open Contracts set to Expire between	Sample	Run	
3 By Purchase Order	14810-Contracts with Expiring Insuran	ce Certii	ficat	es
4 By Voucher	Posted Contracts	Sauthis		
5 By Disbursement	14630-Contracts w/ POs and Vouchers	Sample	Run	
6 By Bids	14635-Posted Contracts - Summary	Sample	Run	17-Jun-2020
7 By Contracts	14636-Posted Contracts - Detail	Sample	Run	17-Jun-2020
to	14640-0 Age Report	Source		

Task 14810: Contracts with Expiring Insurance Certificates	×					
Active Contracts with Insurance Certificates that will expire within XX Days (Module Control 14002) or have already expired						
Sort:      Expiration Date      Contract#      Vendor Name						
Run as $\textcircled{O}$ Preview $\bigcirc$ Print $\bigcirc$ PDF $\bigcirc$ Excel If Printing use Duplex $\textcircled{O}$ Yes $\bigcirc$ No						
Lookup OK Cancel Clear All						

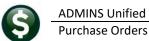
March 2021



- TedRE - Contracts_Insurance_Expire_THERESA[2].lis							
File Edit Format Options							
Courier New • 9 • <b>B I U</b> • E <b>E</b>							
14810-CONHISINSEXP.REP Printed 24-Feb-2021 at 14:30:14 by THERESA Page 1 CIEV of ADMINS Contracts with Expiring Insurance Certificates							
Open Contracts with Insurance Certificates expired or will expire on or before 10-Mar-2021							
Contract# Vendor	Date Ending Date Expiration						
Insurance Certificates Expired							
10 001833/01 ADMINS INC	02-Jul-2020 01-Jul-2025 31-Jan-2021						
Total # Contracts 1							
Insurance Certificates about to Expir	e						
11 024220/01 ADRIAN NAME PLATES	01-Aug-2020 11-Aug-2026 01-Mar-2021						
Total # Contracts 1							
Grand Total # Contracts 2	This report shows 1.) insurance certificates that are expired,						
Selection Legend:	and						
Sorted By: Contract Ending Date 2.) certificates that are about to expire.							

## 7.1.4 Weekend Job Sends the Report

Example of email from Weekly:



6	<u>ے ہ</u>	÷		Contra	cts_Insuran	ce_Expire	_THERES	A[1].xml - Excel		雨 —		×
Fi	le Home	Insert	Page Layout	Formulas	Data I	Review	View	♀ Tell me what	you want to do	Theresa Campb	ell 🖓 Sh	are
A2	-	: ×	√ fx	Contract#								4
	А				В			С	D	E	F	
2	Contract#		Vendor					Date	Date	End-Date		
3	Insurance Cert	ificates E	xpired									
4	10		001833/0	1 ADMINS IN	С			7/2/2020	7/1/2025	1/31/2021		
5												
6			Total # Co	ontract 1								
7												
8	Insurance Cert	ificates a	bout to Expire									
9	11		024220/0	1 ADRIAN NA	ME PLAT	ES		8/1/2020	8/1/2026	3/1/2021		
10												
11			Total # Co	ontract 1								
12												
13												
14			Grand Tot	al # Contract	2							
15												
10	Con	hisinsay										
	Con	hisinsex	p (+)					•				•
Read	ly										+ 12	20%

#### 7.1.5 Enter a New Expiration Date via Change Order

Once the vendor supplies an up-to-date insurance certificate set the new expiration date via a Contract Change order. Remember to enter a change reason.

[MDF-SUP-SAPLAUC-1072]

#### **QUERIES** [Enhancement] 8

#### Purchase Orders ▶ Queries

🚾 [AUC] 3016	5-View A	All Purchase (	orders														
ile Edit L	edgers	Purchase O	rders A	ccounts Payable	Fixed Assets	Human Resources	Budget C	ollections	Tax	Motor Exc	se Misc B	illing S	System	Favorites	Help		
h 🛍 🎒	) <b>6</b>	H4 + +	ы 👯	🛱 🔍 🚍	🖻 🛃 🔒												
						View All Pu	rchase O	orders									
Goto																	
Goto Actions											100.00	ichers					
		2 PO#	DeptCode	e 4 PODate	5 EntryUs	er 6V	/endor Name	Ye		DelvAddInvA	100.00	2011-00-00-00-00-00-00-00-00-00-00-00-00-	Ch	igs Status		Pi	O Balance
			DeptCode			er 6 V GENERATION	/endor Name	Ye	ear D		100.00	2011-00-00-00-00-00-00-00-00-00-00-00-00-	I Ch	igs Status Open			D Balance 795.00

Figure 22 View All Purchase Orders Query Screen – Select the Purchase Order using the [1 Select] button

#### 8.1 **Status History Tab Shows Additional Information**

If a voided check / voucher cancellation re-opens a Purchase Order- the system stamps a note on the [5 Status History] tab of the Purchase Order Query screen to explain why the PO was re-opened. The note will include that the PO was re-opened, the check number that was voided, and a note that the voucher was cancelled.

#### Select PO Click On [5 Status History]

9	Purchase	Orders						March 2021
		uery - Status History : Purchase Orders Accounts Payab ₭ ← ✦ ﴾ ₩ 🎬 🎬 🔍 🖀		Resources Budget (	Collections Tax Mot	tor Excise Misc Billing Sy:	stem Favorites Help	
		PO # 194567	PO	Query - Status H	listory		Open DCONROY	
	Goto Actions	Vendor Code 027876 01 GENERATION GENIUS 14622 VENTURA BLVD #2026 SHERMAN DAKS CA 91403-0000	Via Email PO Da Type (	Code TECHNOLOGY te 31-Aug-2020 Code R Regular o Attn D Conroy	TECHNOLOGY FY 2021		NGHAM HIGH SCHOOL NGHAM BUSINESS OFF JinternalNotes per Carolyn, transfer \$ from COVID funds	
	2 Details (1)	3 tems 4 G	5 Status His		1) 7 Changes	8 Attachment (1)	Expected Amt 795,00	
Change Date 26-Jan-2021	Time 12:16:27.15	User	Status Open			Notes	Void Ck 07615	33 , Cancel Vouc
10-Jan-2021		:34:33.75 DDUBOIS	Open Open			ke-open ro,	V010 CK 03615.	55 , Cancer Youc
	02-Sep-2020 15 02-Sep-2020 15 02-Sep-2020 14 31-Aug-2020 19 31-Aug-2020 19	159:153.06 UREBELO 159:12.07 VGROF FANO 159:03.41 UREBELO 103:41.40 DONROY 159:37.55 DONROY 159:37.55 DONROY Encumbered Retained 795.	Ready for Posting Needs Department H Needs Supervisor F Needs Budget Over Ready for Release Entry Began	pproval	Pa		View Notes	

Figure 23 Status History tab with informative notes when a check is voided and the voucher is cancelled

Select the [6 Vouchers] tab for more information.

**ADMINS Unified Community** 

	PO # 194567		Asso	ciated V	ouchers				Open			
Goto	Vendor Code 027	876 01 Via Email 🗌	Dept Cod PO Date	31-Aug-20	20 FY 2021		Deliver To 6 Invoice To 14		r J Internal Notes			
Excel	Type Code R Regular 1 Delivery Notes Ship To Attn once FO# is											
2 Details (1)	3 Items		tatus History		ners (1)	7 Changes		chment (1)	Expected Amt 795,00			
Line UserBatch 1 16565		m Description S School License		Invoice# GG0044814	Vendor Paid	Check#	Check Date	Status Closed	Ext Amount 795,00			
	Image: Constraint of the second sec											
X More K Prev	Retained	795.00 Liquidated Liquidated		Relieve	-	-	Paid Paid	Bala	nce 795.00			

Figure 24 The [6 Vouchers] tab provides more information about the voucher and invoice number

[ADM-AUC-PO-545]

Release Notes – Version 21.1

## 8.2 Quantity Balance on Purchase Orders

ADMINS added a Quantity Balance field on the [3 Items] tab of the PO Query screen that shows the Quantity

2 Details (1)	3 Items	4 GL Details	5 Status History	6 Vouchers (1)	7 Chan	qes 8	Attachment (		Expected Amt 5090,00
Line Item	Item Description			Qty	UOM FA	Price	Freight	Other	Ext Amount
1	testing 123			100.0000		45,9000		500.00	5090.00
						Requisition#	Contract # (N	IDT)	
						Retain %	Retain Amt		

Balance is for posted Vouchers only. Any inprogress vouchers will not be reflected.

Figure 25 Before – the Items tab of the PO Query screen



ADMINS Unified Community

PO # 19479		PO Query - Posted	Open ANTHEA
Goto Actions Vendor Code 001 ADMINS INC 219 LENIS NHARF BOSTON MA 02110-3927		Dept Code         FIRE         Fire Department           PO Date         11-Feb-2021         FY 2021           Type Code         R         Regular           Ship To Attn         Ship Date         F	Deliver To 4 CLARA MACY ELEMENTARY S Invoice To 4 CLARA MACY ELEMENTARY S <u>1 Delivery Notes</u> No text available No text available
2 Details (1) 3 items	4 GL Details 5 Sta	atus History 6 Vouchers (2) 7 Changes	8 Attachment (1) 229500,00
	lessage	Qty QtyBalance	Price Freight Other Ext Amount 229500,00
	lessage		Price Freight Other Ext Amount 229500.00
	229500,00 Liquidated Liquidated	5000.000 4785.850 4	Price         Freight         Other         Ext Amount           15.9000         ontract # (MDT)         229500.00         10000           ition#         etain Amt         10000         10000         10000



	to	Vendor Co ADMINS I 219 LEWI BOSTON	1C		01833 01 Via Email 🗌	Dept Code PO Date Type Code	11-Feb-20	21 FY 2021	partment	Invoi	ver To 4 ice To 4 1 Deliver text availa	C ry Notes	LARA MACY	ELEMENTAR ELEMENTAR I Internal Notes ext available
Ev	cel	MA 021	10-39	927		Ship To At Ship Date	tn							
_	2 Details (1)	3	tems		4 GL Details 5 St	atus History	6 Vouch	iers (3)	7 Change	5	8 Attac	chment (		Expected A
Line	UserBatch	Voucher#		Ту	4 GL Details 5 St Item Description		Invoice#	Vendor Paid	7 Change	s Check	Date	Status	1)	229500. Ext Ame
Line 1	UserBatch 16643	Voucher# 469659		Ρ	Item Description testing new error wessage		Invoice# TEST ADM A				Date	Status Ready	1) for Post	229500 Ext Ame 589
Line 1 1	UserBatch 16643 16631	Voucher# 469659 469529		Ρ	Item Description		Invoice# TEST ADM A TEST				Date	Status Ready Cash I	1) for Post Disbursem	229500, Ext Amo 589, 47,
Line 1 1	UserBatch 16643	Voucher# 469659		P	Item Description testing new error wessage		Invoice# TEST ADM A				Date	Status Ready Cash I	1) for Post	229500 Ext Ame 589
Line 1 1	UserBatch 16643 16631	Voucher# 469659 469529		P	Item Description testing new error message testing new error message		Invoice# TEST ADM A TEST ADFADFQADF	Vendor Paid	Check#		Date	Status Ready Cash I Cash I	1) for Post Disbursem	229500, Ext Amo 589, 47,

Use the **[Excel]** button on the vouchers tab to see in progress quantity expenditures and see the balance.

Credit quantities will now show as negative on the Excel® spreadsheet

	<b></b> •	ה- כ <del>י</del>									PO_Vou	chers_T	HERESA[3]	.xml - Ex	cel				œ	- 0	×
	File	Home	Insert	Page Layo	out	Form		it quantities r		what you wan					1				Theresa	Campbell 🖇	₽ Share
T	34	Ŧ	+ ×	~ fs	r i	ι	sn	ow as negativ	e								ess vouch the Excel				
	A		С	D	Е		F	G	н	Qty	Price		L	м	N				R	s	
	PO# 19479			Voucher# 469529				Item_Description testing new error message	2/11/202:	314.15	45.90	ght	Other -14,372.04	Retain	Paid 47.45	PO_Running_Balance 215,080.51		Voucher_Status Cash Disbursements	Invoice# TEST	2/11/2021	e Vend
	19479			469533 469659			Voucher	testing new error message testing new error message	2/11/202						-4,590.00 589.82			Cash Disbursements Ready for Posting	ADFADFQADF TEST ADM AUC PO 557	2/11/2021	
5	19479	1	10043	409039		rayme	an voucher	resurg new error message	21211202	12.85	45.90				-3,952.73		9,829.49		TEST ADM ADD PO 557	212112021	
6												_									

Figure 27 In progress vouchers

[ADM-AUC-PO-557]

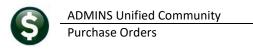
## 9 REPORTS – #1050 Transaction Report – Po Transactions [Fix]

Goto	· · · ·				
Actions	Report Name	View	Report	^	
Actions	1630-Transaction Detail Report w/Notes	Sample	Run		
	1632-Transaction Detail Report w/Vendor	Sample	Run		
	1639-Transaction Detail Report w/Notes & Vendor	Sample	Run		
	1629-Transaction Detail - Debits/Credits Only	Sample	Run		
Report Categories	1631-Transaction Detail - Debit/Credit - No Approp Roll Txns	Sample	Run		
1 Year to Date	1626-Transaction Detail - Debits/Credits (w/ Check#)	Sample	Run		
2 Transaction History	1633-Transaction Detail Report - Interfund Transfers	Sample	Run		
3 Month to Date	1634-Transaction Detail w/ Running Balances	Sample	Run	11	
4 Other	1635-Transaction History (Summary)	Sample	Run		
	1667-Transaction Summary (No Appropr Roll Fud)	Sample	Run	J- I	~~~
	🖌 ໂຊຣິງ- ມີກະກະລະເຊັ່ນກ່ຽວເຊັ່ມເຮົ່ອກັບພາກແກ່ໆ- Posting — Wate Runge 🗇 🖉	Lamp.a	. Ru.	14	
	1659-Transactions Current vs Prior for Date Range	Sample	Run	1	
	1050-Transaction Report - PO Transactions	ample	Run		
	· · · · · · · · · · · · · · · · · · ·	ample	Run	1	
				1	

Prior to the software update, this report was missing PO transactions done by liquidating a voucher via voucher type "L" – liquidate remaining balance of PO. (Transaction type = PO10).

**ADMINS** corrected this and the report now includes all Purchase Order Transaction types.

#### Ledgers Reports Transaction History #1050 Transaction Report – PO Transaction



	1050		1	ransaction Re	port - PO T	ransactions	3	
Goto Actions	Report Titl	e <mark>Trens</mark>	action Repor	t - PO Transactio	15			
	FY 2021 To 202	1 Start	Date 01-J	LI-2020 End Dat	14-Dec-2020			
	1 Selec	tion Criteria			2 Totals By			
3 Run Report a just this report 4 Clear Al	Puttison Program Location Year Object Element	P0 Transa	0000 0 0000 0 0000 0 0000 0 0 0000 0 0 0	DF ® Excel	Category	Sub-Class	Account Type Account Type Account Type Account Type Account Ac	Account Sub Type Centrol Posting Summary
	Select Only Posted Date Journal# Journal Type GL Code Sub GL Code Control#	Lookup Posted Hist		Batch User Batch Vendor # Dept Group PO# Voucher# Warrant Check Number	Clear All	DOE I DOE I COA COA	Line 2 COA Code 3 COA Code 4 COA	Code 7 Code 8 Code 9 Code 10 Code 11 C

Figure 28 This report is run from the Ledgers menu

	GL Transaction Codes
Code	Description
AP01	Disbursement Posting
AP02	Voucher Posting
AP03	Voucher Change Order (reverse)
AP04	Voucher Change Order (new)
AP05	Voucher Liquidation
AP06	Void Check Transaction
AP07	Credit Card Payments
P001	Purchase Order Original Encumbrance
P002	Encumbrance Relief
P003	PO Change Order (reverse)
P004	PO Change Order (new)
P005	PO Liquidation
P006	Opened via Voucher Liquidation
P008	PO Liquidation from Roll Over
P009	PO Roll Over to New FY
P010	PO Liquidation via Final Pay on Voucher
P011	Open via Voucher Liquidation w/ Liqidate

🚸 TedRE - GL_Trxn	_Detail_PO_T	HERESA[2].lis												-	•
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1050-GLTRNDET	PO.REP	P	rinted 0	7-Jan-	2021	at 17:18:48 1	oy THERESA								Page 10
								Transaction	Report - PO	) Transaction	3				
							I	Ei ana l	N 2021	A. 2021	1				
							L L	Fiscal	Year: 2021	to 2021	_				
Trans Date Co	ode GLPost	User Batch	Ref#	Line	GLLn	Posted On	Rollover Amount	Encumbrance	Enc. Change	Enc. Relief En	<ol> <li>Liquidation</li> </ol>	Balance	Payments	Vendor	
16-Oct-2020 A			468886		1	19-Oct-2020								027483-AMAZ	
16-Oct-2020 A			468886		1	19-Oct-2020							93.99	027483-AMAZ	
16-Oct-2020 PC			194715		1	19-Oct-2020				(8.89)				027483-AMAZ	
A.C. 0					1	19-Oct-2020				(93.99)				027483-AMAZ	
16-Oct-20	20 PO10	888236	9 194715	601	1	19-Oct-2020					(8.89)			027483-AMAZ	
23-5ep-2020 At			468605		1	25-Sep-2020								027483-AMAZ	
23-Sep-2020 A					1	25-Sep-2020							434.85	027483-AMAZ	
23-Sep-2020 P			194759		1	25-Sep-2020		1,571.00						029683-I.D.	
23-Sep-2020 P			194759		1	25-Sep-2020		785.00						029683-I.D.	
23-Sep-2020 P	002 88823	9 16582	194697	1	1	25-Sep-2020				(93.99)				027483-AMAZ	ON CAPI
23-Sep-2020 P			194701	1	1	25-Sep-2020				(449.85)				027483-AMAZ	ON CAPI
21-Sep-2020 P	005 88822	0 8882270	194720	1	1	25-Sep-2020					(118.00)			027483-AMAZ	ON CAPI

Figure 29 Transaction Report – PO Transactions run as Print/Preview/PDF®

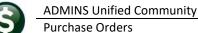
E	<b>5.</b> 9-	÷						GL,	_Trxn_Detail_P	D_THERESA[1	].xml - Excel					
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	А	В	С	D	Е	F	G	н	1	J	К	L	м	N	0	
1	Trans_Date	Code	GLPost#	Ref#	Line	GLLn	Posted_On	llover Amou	ncumbranc	nc. Change	Enc. Relief	Enc. Liquid	Balance	Payments 1 4 1	Vendor	
73	1000-300-4220	-442-06-	00-52200 BLDG I	MAINT-HS-	ATHLETIC	DEPT		0.00	0.00	0.00	-198.28	198.28	0.00	0.00		
74	08-Jan-2021	AP02	8882470	469132	2		1 08-Jan-2021	0.00	0.00	0.00	0.00	0.00		97.21	000580-SCOREBOARD EN	
75	08-Jan-2021	AP06	8882472	469132	2		1 02-Feb-2021	0.00	0.00	0.00	0.00	0.00		-97.21	000580-SCOREBOARD EN	٦
76	08-Jan-2021	P002	8882470	194750	2		1 08-Jan-2021	0.00	0.00	0.00	-97.21	0.00		0.00	000580-SCOREBOARD EN	
77	08-Jan-2021	P006	8882472	194750	2		1 02-Feb-2021	0.00	0.00	0.00	0.00	97.21		0.00	000580-SCOREBOARD EN	
78	08-Jan-2021	PO10	8882470	194750	601		L 08-Jan-2021	0.00	0.00	0.00	0.00	-0.98	_	0.00	000580-SCOREBOARD EN	٦.
79	08-Jan-2021	PO11	8882472	194750	2	9,999	02-Feb-2021	0.00	0.00	0.00	0.00	0.98		0.00	000580-SCOREBOARD EN	
80	1000-300-4220	-442-12-	00-52200 BLDG I	MAINT-BM	S-ATHLET	C DEPT		0.00	0.00	0.00	-97.21	97.21	0.00	0.00		-
113	***Total***							0.00	0.00	0.00	-8,391.49	2,991.49	-5,400.00	-15,500.17		
114																1
115																

Figure 30 Transaction Report – PO Transactions run as Excel®

[ADM-AUC-GL-8407]

## 9.1 #3623 Posted POs Detail [Enhancement]

Sites sometimes receive requests for information under the Freedom of Information Act (FOIA). To satisfy the FOIA requests, **ADMINS** added columns **R-W** to the report.



Eile		Home Ir	isert Page Lavout Formula	as Data Review View	Ω Tell me what v	ou want to do	<b>n</b>						6		There	esa Campbell
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	A	в	E		к	L	м	N	P	Q	R		s	Т	U	
P	O#	PO Date	Vendor Name	Item Description	Original Amount	Retained Ba	lance	Requisition	# Orig Qty	Bal Qty	Vendor Address	Vendor City		St	Zip Code	Contact
1	93595	01-Jul-2020	BARNES & NOBLE INC.	ISBN: 9781550744255	19.08	0.00		193595	3.00	0.00	0 PO BOX 951610	DALLAS		TX	75395-1610	
1	93595	01-Jul-2020	BARNES & NOBLE INC.	ISBN: 9781912920013	63.96	0.00		193595	4.00	0.00	PO BOX 951610	DALLAS		TX	75395-1610	
		01-Jul-2020	BARNES & NOBLE INC.	ISBN: 9781433823336	25.52	0.00		193595	2.00		0 PO BOX 951610	DALLAS			75395-1610	
	93595	01-Jul-2020	BARNES & NOBLE INC.	ISBN: 9781433823336	0.00	0.00		193595	2.00	0.00	PO BOX 951610	DALLAS		TX	75395-1610	
3					108.56	0.00	0.00									
	93829	13-Jul-2020	BERRY INSURANCE AGY INC	ATHLETIC INSURANCE school ye	£ 15,410.00	0.00	0.00	193829	0.00	0.00	31 HAYWARD STREET	FRANKLIN		MA	02038-0000	N/A
				mt												
					ific information i	requested f	rom your	record ke	eping syst	em is:						
				Insignia fixed TV wa	1 D	d	1 T.C				a comparable	DALLAS			75373-1247	
	93725	07-Jul-2020	BEST BUY BUSINESS ADVAN	Insignia 32" TV								DALLAS		TX	75373-1247	N/A
)					substitute is	acceptable	, <i>i.e.</i> , invo	оксе, епси	nbrance, e	or check	k number					
0					2. Purchase	1-4-										
	94285	27-Jul-2020	BEST BUY BUSINESS ADVAN	TCL-55" Class LED	2. Furchase	aale						DALLAS		TX	75373-1247	N/A
2					3. Line item	dotails (Da	tailed de	scription (	f the mire	hase)						
3					5. Line nem	acians (De	iuneu ue	scription	y me pure	nuse)						
	94443	21-Aug-2020	BEST BUY BUSINESS ADVAN	TCL-55" Class LED .	4. Line item	quantity						DALLAS		TX	75373-1247	N/A
5																
6					5. Line item	price										
7 1	94643	08-Sep-2020	BEST BUY BUSINESS ADVAN	70" Class H65 Serie								DALLAS		TX	75373-1247	N/A
в					6. Vendor IL	) number, 1	name, ada	dress, con	act persor	i and th	neir email address					
9																
) 1 1	93716	06-Jul-2020	BEST BUY GOV/ED LLC	TV bracket	199.99	0.00	0.00	193716	1.00	0.00	PO BOX 5232	CAROL STRE	AM	IL	60197-5232	

Figure 31 PO Details report with Vendor Address, City, State, Zip & Contac in columns R – W

[ADM-AUC-PO-558]

## **10 EMAIL DISTRIBUTION LISTS [ENHANCEMENT]**

The email distribution lists described below are provided for use in the Purchasing module. To add, remove, and view users on the lists, go to:

#### Purchase Orders Module Maintenance Email Distribution Lists

List Name	Description	How used	
ERROR_PO	Check PO Form Maintenance Table	Daily	There is an error or omission on the Purchase Order form table
CHKOVRBUD	Recheck Budget Override	Daily	Purchase orders that needed override are re-checked. If there is now money available, it will move the PO from Budget override to the next approval level.
CONRPT	Contract Reports for Daily/Weekly	Weekly	Provides notices regarding insurance certificate expiration dates.
POINPRO	In-Progress POs	Weekly	List of in progress purchase orders
POLIQUID	Request Cancellation of PO	As needed	A user initiated a request for liquidation. (Mostly used at year end to cancel POs that will not be used.)
PONEWATT	Attachments added to Open POs < # days	As needed	Purchase Order attachments were added to open purchase orders after a stated number of days
POOLDCHG	PO Change Order > 4 days	Weekly	Purchase Order change orders have been in entry began for more than four days
POROLBST	PO Rollover Form Attachments	Annually	Purchase Orders that were rolled over are now available as attachments
POROLOVR	Year End PO Rollovers	Annually	The Purchase Order rollover process was run
BROKENATT	Broken Attachments List	Weekly	Some attachment files are missing. If user-supplied attachments are missing it is usually due to an invalid location being used when the attachments are made. The site system administrator should provide guidance to the users. System generated attachments (check copies, tax forms) reported as missing should be reviewed by <b>ADMINS</b>

#### **Table 2 Purchase Order Distribution Lists**



ADMINS Unified Community Purchase Orders

List Name	Description	How used	
CHKOVRBUD	Recheck Budget Override	Daily	Purchase orders or Accounts Payable vouchers that needed override are re-checked. If there is now money available, it will move the PO/Voucher from Budget override to the next approval level.
SWDONE	Software Update Complete	Quarterly	The software update is completed on each site.
SYUPDTRAIN	Submit Copy Live to Training in Batch	As needed	The request to copy live to training was submitted and will be run; also works to notify if the copy live to training was cancelled and / or completed

### **10.1** New Buttons

**ADMINS** added three new buttons to the screen to help manage the lists and added a "System Default" column to the edit list.

e Edit Ledgers I	Purcha	se C	orders)	A	ccou	nts Pa	yable	Fixed A:
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			p	-	<i>.</i>		and the second	- la
7 Add User-All L	ists		-	_				
8 Remove User-A	II Lists							
8 Remove User-A								

## 10.1.1 Add User – All Lists

TCDHINGLISLAN Theresa Testing an Enail only Address testadalins.com TEST test testing testadalins.com TEST2 test testing test28dalins.com TEST2 test vesr 1 TEST2AHAMINS.COM TEST24 test vesr 1 TEST2AHAMINS.COM TEST254 Theresa teresadalins.com	Goto		Email Dis	tribution Lists			
NPEEva     Nuclear d Centhead     supportBacking.com     Active       1 Add Email     Ardy arantola     AndyBacking.com     Active       2 Remove Email     Image: Status     Active     Active       3 Add New Lat     Image: Status     Image: Status     Image: Status       4 Remove Lat     Image: Status     Image: Status     Image: Status       6 Send Test Email     Image: Status     Image: Status     Image: Status       6 Send Test Email     Image: Status     Image: Status     Image: Status       7 Add User-Al Lats     Image: Status     Image: Status     Image: Status       7 Add User-Al Lats     Image: Status     Image: Status     Image: Status       7 Add User-Al Lats     Image: Status     Image: Status     Image: Status       7 Add User-Al Lats     Image: Status     Image: Status     Image: Status       7 Add User-Al Lats     Image: Status     Image: Status     Image: Status       7 Add User-Al Lats     Image: Status     Image: Status     Image: Status       7 Add User-Al Lats     Image: Status     Image: Status     Image: Status       7 Add User-Al Lats     Image: Status     Image: Status     Image: Status       7 Add User-Al Lats     Image: Status     Image: Status     Image: Status       7 Add User-Al Lats     I	Actions	Distribution Code APC	CHKBST   Accounts Payable Ch	eck Bursting	🖂 System Default Dist	ribution List	
1 Add Email     Endly     Hendy Tarantola     Hendy@datins.con     Active       2 Remove Email     3 Add New List     Image: State Stat			Full Name	Email Address	St	atus 🔺	
1 Add Email     Image: Construction of the second sec		MUPDEV4	Mupdev4 [Anthea]		A	ctive	
3 Add liew List     Bit Active Email Addresses     X       4 Remove List     User     Description     Enail     Tof       NUCE     Nucher Tubulit     nikeReduine.con     ausut08dmine.con       6 Send Test Email     MPEEV1     ARMINS, Inc., EugenrtJ     support8dmine.con       6 Send Test Email     MPEEV5     MPEEV5     ARMINS, Inc., EugenrtJ     support8dmine.con       7 Add User-Al Lists     MPEEV5     MPEEV5     MPEEV6     support8dmine.con       7 Add User-Al Lists     Fill, CMNIN     Paul Pedro     paul.8dmine.con     paul.8dmine.con       7 Add User-Al Lists     Fill, Simil Provide Remove User.Support8dmine.con     support8dmine.con     paul.8dmine.con       7 Edition     Fill, Simil Provide Remove User.Al Lists     Fill, Simil Provide Remove User.Support8dmine.con     support8dmine.con       7 Edition     Fill, Simil Provide Remove User.Al Lists     Fill Provide Remove User.Support8dmine.con     support8dmine.con       7 Edition     Fill, Simil Provide Remove User.Al Lists     Fill Provide Remove User.Support8dmine.con     support8dmine.con       7 Edition     Fill Provide Remove User.Al Lists     Fill Provide Remove User.Support8dmine.con     support8dmine.con       7 Edition     Fill Provide Remove User.Al Lists     Fill Provide Remove User.Support8dmine.con     support8dmine.con       7 Editione     Fill Provide Remove User.S	1 Add Email	WENDY	Wendy Tarantola	Wendy@admins.com	A	ctive	
4 Remove Lat     User     Description     Enail     Tof       5 Edd Lat     Hile Tubilit     mixeRadure.com     superblackins.com       6 Send Test Email     MPEV     ADMINS, Inc. (Luhn)     supportBackins.com       7 Add User-Al Lists     PRUL ACTION Paul Pedro     paul@adkins.com     paul@adkins.com       Remove User-Al Lists     TOT     Priling For Log     paul@adkins.com       Copy User-Same List     Tot     Priling For Log     paul@adkins.com	2 Remove Email						
4 Remove List     User     Description     Enail     Tof       9 Send Test Email     MCRE     Lukinn Moore     aucautoBachine.com     nikeBachine.com       9 Send Test Email     MPERV1     ABMINS. Inc.     SupportBachine.com     nikeBachine.com       6 Send Test Email     MPERV1     ABMINS. Inc.     SupportBachine.com     nikeBachine.com       7 Add User-All Lists     MPERV7     MPERV7     MPERV7     SupportBachine.com       Remove User-All Lists     Fill Structure     Paul Pedro     paulBachine.com       Copy User-Same Lats     Tistigs1     test 1     test 2       Test 202     test 2     test 2     test 2/8 daline.com       Test 2024     Tistigs1     test 1     test 2/8 daline.com	3 Add New List		- Encil Addenses				×
S Edit Last     NL/E     NL/E </td <td>4 Remove List</td> <td></td> <td></td> <td></td> <td>Feail</td> <td></td> <td></td>	4 Remove List				Feail		
6 Send Test Email WLPEEV5 MLPEEV5 CAMPBELLJ support Bachins.com WLPEEV5 MLPEEV6 MLPEEV6 Support Bachins.com PALL Paul Pedro paul Bachins.com PALL Paul Pedro paul Bachins.com PALL Paul Pedro paul Bachins.com PEIDO, JANNN Paul Pedro paul Bachins.com TOPINVE User-Same Listing Bachins.com TESTI SPI test bating TESTI SPI testi SPI test bating TESTI SPI test bating TESTI SPI test SPI t	5 Edit List	MOORE MUPDEV MUPDEV	LuAnn Moore ADMINS, Inc. 1 ADMINS, Inc. D 2 ADMINS, Inc. D	LuAnn]	luann@admins.com aucauto@admins.com support@admins.com support@admins.com		^
7 Add User-All Lists     PALL Paul Pedro     paul@ads.ins.com       PRL_AITH     Paul.Pedro     paul@ads.ins.com       PRL_MENTH     Paul.Pedro     paul@ads.ins.com       PRE_STRUCT     Paul.Pedro     paul@ads.ins.com       PRE_STRUCT     Paul.Pedro     paul@ads.ins.com       PRE_STRUCT     Paul.Pedro     paul@ads.ins.com       PrE_STRUCT     Paul.Pedro     paul@ads.ins.com       Copy User-Same Lats     Topresa Testing an Enail only Address     topresa       TEST     test testing     test2@ads.ins.com       TESTI2     test 2     test2@ads.ins.com	6 Send Test Email		5 MUPDEV5 CTHERE 5 MUPDEV6	5A CAMPBELLI	support@admins.com support@admins.com		
RMPDVe User-Alluis         RUMPLESTILSKIN         Stilskin, Rupple         rumplestilskindexins.com           TCGHTMPE         Thereas Testing an Enail only Address         thereadahins.com         thereadahins.com           Copy User-Same Lists         TEST         test testing         testRedmins.com           TEST2         test 2         test 2         test 2000 testIns.com           TEST2         test 2         test 2000 testIns.com         testRedmins.com	7 Add User-All I	Lists - PAUL PAUL A	Paul Pedro DMIN Paul Pedro ADMIN Paul Pedro - A	dministrator	paul@admins.com paul@admins.com paul@admins.com		
Copy User-Same Lists TEST test testing testReduins.com TESTUST in test ver 1 testReduins.com TESTUSTIGHT test user 1 TESTUSTIGHTMINS.COM ILEDESG Thoreas V	Remove User-All Lists	RUMPLES	STILSKIN Stilskin, Rump	le	rumplestilskin@adm:	ce.com Lns.com	
THERESA Theresa theresa@advins.com	Copy User-Same Lists	TEST TEST2	test testing test 2	s or cross only houress	test@admins.com test2@admins.com		
						1	<b>- -</b>
					K Find Searc	h Cancel Help	Eof

A user may need to receive all emails issued from the system; typically, this would be a "Super User" or a local system administrator.

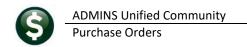
To add the user at once to all existing email lists,

7 Add User-All Lists

[Add User-All Lists] button. Select the user from the pick list.

click the

This feature does not offer the **[Add New Email Address]** option.



### **10.1.2** Remove a Name from All Email Lists

		Email Distri	oution Lists		
Goto					
Actions	Distribution Code AF	BATCCEN Credit Card Batches no	t Completed by Due 🗹 System Defa	ult Distribution L	ist
	User Name	Full Name	Email Address	Status	
	ADMTEST_4	ADMINS TRAINING ACCOUNT #4	theresa@admins.com	Active	
1 Add Email	RUMPLESTILSKIN	Stilskin, Rumple	rumplestilskin@admins.com	Active	
1 Add Email	THERESA	Theresa	theresa@admins.com	Active	
2 Remove Email	WENDY	Wendy Tarantola	Wendy@admins.com	Active	
2 Remove Email					
		I Distribution Lists [theresa]			×
3 Add New List	Delete User Fro	om All Distribution Lists			
4 Remove List					
	Required: Ente	r Username RUMPLESTILSKIN	rumplestilskin@admins.com	l .	
5 Edit List	H				
5 Edit List					
5 Edit List 6 Send Test Email		Lookup ]	OK Cancel Clear All		
		Lookup	OK Cancel Clear All		
	Ł	Lookup	OK Cancel Clear All		
6 Send Test Email		Lookup	OK Cancel Clear All		
6 Send Test Email	-All Lists	Lookup	OK Cancel Clear All		
6 Send Test Email 7 Add Illeer 11 liste 8 Remove User			OK Cancel Clear All		
6 Send Test Email		Lookup	OK Cancel Clear All		
6 Send Test Email 7 Add Illeer 11 liste 8 Remove User		Lookup	OK Cancel Clear All		
6 Send Test Email 7 Add Illeer 11 liste 8 Remove User		Lookup	OK Cancel Clear All		

To remove a user from all email distribution lists (for example, due to termination of employment), click on 8 Remove User-All Lists

[8\_Remove User All Lists].

This will remove the username from the email distribution lists only; it will not remove or inactivate the user's **AUC** credentials.

## 10.1.3 Copy a User to the Same Lists as an Existing User

		Email	Distribution	Lists					
Goto							_		
Actions	Distribution Code	APBATCCEN Credit Card Bat	ches not Comple	eted by Due 🗹	System Default Dist	tribution Lis	t		
	User Name	Full Name	Email	Address	St	tatus	~		
	BD	Bill Davis		dmins.com		ctive			
1 Add Email	DAGFINN	Dagfinn Saether		inn@admins.com		ctive			
	PAUL	Paul Pedro		0admins.com		ctive			
2 Remove Email	THERESA	Theresa Wendy Tarantola		esa@admins.com y@admins.com		ctive ctive			
	ME(10)	wering failaricora	Werlus	Acaramitus *com		CUVE			
						_			
3 Add New List									
4 Remove List		[AUC] 20-Email D	istribution Lists [the	resa]				×	
4 Nonove List		Copy New User to	Lists of Curren	t User					
5 Edit List		Required: Enter F	ROM Username	BD	Bill	ll Davis			
		Required: Enter T	0 Username	LUANN	Lut	Ann Moor	e		
				Corner	Ear	nini moor	•		
6 Send Test Ernail									
			Lookup		Cancel Clear	All			
6 Send Test Email Add User-All Lists emove User-All Lists			Lookup	ОК	Cancel Clear	All			
Add User-All Lists			Lookup		Cancel Clear	All			
Add User-All Lists emove User-All Lists	re Lists		Lookup	ОКЪС	Cancel Clear	All			
Add User-All Lists	ne Lists		Lookup		Cancel Clear	All			
Add User-All Lists emove User-All Lists	ne Lists			ОК № С	Cancel Clear	All			
Add User-All Lists emove User-All Lists	e Lists		Lookup		Cancel Clear	AII			
Add User-All Lists emove User-All Lists	ne Lists		Lookup	ОК С	Cancel Clear				
Add User-All Lists emove User-All Lists	ne Lists		Lookup		Cancel Clear		v		
Add User-All Lists emove User-All Lists	ie Lists		Lookup				~		
Add User-All Lists emove User-All Lists	e Lists		Lookup	Email Distribu			~		
Add User-All Lists emove User-All Lists	e Lists	Distribution Code JFFE			ution Lists		_	ult Distribution	nList
Add User-Al Lists emove User-Al Lists Copy User-Sam			ATCCEN   [Fredit	Email Distribu	ution Lists		_		
Add User-Al Lists enove User-Al Lists Copy User-Sam		Distribution Code [JFP] User Name BO		Email Distribu	Ition Lists Completed by Due Email Address		_	ult Distribution Status Hecture	n List
Add User-Ai Lists enove User-Ai Lists Copy User-Sam	to	User Name	ATCCEN   [Predit	Email Distribu	ution Lists		_	Status	
Add User-Ai Lists enove User-Ai Lists Copy User-Sam	to	User Name BD	ATCCEN] Credit	Email Distribu	Ition Lists Conpleted by Due Email Address polisations.com		_	Status Active	
Add User-Ai Lists enove User-Ai Lists Copy User-Sam Copy BD uAnn be	to efore	User Name BD DAGETNN	ATCCEN] [Fredit Foll Name Bill Davis [Dagfinn Saet]	Email Distribu	ttion Lists Completed by Due Email Address bofdachurs.com		_	Status Active Active	
Add User-At Lists enove User-At Lists Copy User-Sam	to efore	User Name BD DAGETNN LUANN	ATCCEN] Eredit Full Name Bill Davis Daginn Saetu	Email Distribu	tion Lists Conpleted by Due Email Address bolidadnina.com dag in mBodinas.com	CON R	_	Status Active Active Active	

If a user, **LuAnn**, is replacing another user, **BD**, the new user **LuAnn** may be added to all the lists on which **BD** is currently included. Click

User-Same Lists].

The existing user is the **FROM** username and the new user is the **TO** username.

This feature may also be used to add new hires to all lists for a given department.

[ADM-AUC-SY-8176] [ADM-AUC-SY-8181]



## **11 HELP REFERENCE LIBRARY**

ADMINS added the following new or updated documents to the Help Reference Library.

### **11.1** New or Updated Documents

•	CONTRACTS/BIDS	PO–510 Contracts	[Updated]
		PO–520 Bid Entry	[Updated]
•	COMMODITY ITEMS	PO-610 Adding Commodity Items	[Updated]
•	SYSTEM	SY–150 Email Distribution Lists	[Updated]
		SY–170 System Administration Kit	[Updated]